

# Personnel Service Center (PSC)

## Topeka, KS

### Advancements Newsletter

Issue 1 January 2004

Welcome to the inaugural edition of the Advancements Newsletter. Our goal is to provide information to our readers on the Coast Guard's advancement and Enlisted Employee Review (EER) systems.

#### Topics:

- May 04 Service Wide Exam Cycle
- Sea Duty & Prior Service Waivers
- Substitute Service Wide Exams
- EER Reminder
- Message Traffic

#### May 04 Service Wide Exam Cycle:

There are numerous proposed changes to the SWE process awaiting Headquarters approval. If approved they will go into effect with the May 04 SWE. Some of the proposed changes are:

- (1) PDE's and Profile Letters online in self-service Direct-Access.
- (2) Daily updates to online PDE's
- (3) Extended PDE correction deadline dates
- (4) Raw scores viewable in Direct-Access Self Service
- (5) Member's given ability to verify that PDE corrections were made

All changes that are approved for the PDE process will be listed in an ALCOAST that is scheduled to be released NLT 31 Jan. Other SWE changes and all other SWE information (members responsibility, deadlines, waiver information etc.) will be listed in an ALCGENL message that will be

released in February. Please carefully review these messages and pass them along.

Although PSC (adv) is the single point of contact for SWE inquiries we ask that you wait until these messages come out before you inquire about any of the possible changes.

Upcoming changes to the SWE process will give enlisted members more responsibility to ensure that they are qualified to test. Commands and admin support, especially at small units, should review procedures for ensuring members know how to use Direct Access to review their online PDE's for accuracy.

#### Sea Duty & Prior Service Waiver

PSC (adv) is the single point of contact for waiver requests.

Prior Service Sea Duty: May be credited on a case-by-case basis. Waiver requests must be sent by message to PSC (adv). Before a message is sent, a Statement of Creditable Sea Service must be approved on member by PSC (ses). If sea time is required "in rate" PSC (adv) will forward request to Rating Force Manager for determination. If not required "in rate" PSC (adv) will make the determination.

#### Substitute Examinations:

Chapter [5.D.3.a of the Persman](#) describes policy and procedure for substitute service wide examinations. Each request for a substitute is reviewed individually and checked against the criteria listed in 5.D.3.

A member must have been ill (documented), operationally committed, or on emergency leave (pay special attention to E-Leave criteria also).

**Requesting:** Substitute SWE's must be requested by message to PSC (adv). Common omissions on messages are not including a date to take the substitute exam if approved and not reporting the circumstances surrounding the request. Units will be informed within two working days whether their requests are approved. Further guidance is included in [PSCINST M1418.1B](#).

#### Evaluation Reminder:

Chapter 10.B.5 of the PERSMAN lists the submission schedule for EER's.

#### EER's due:

31 Jan 04 – E-3 Reserve and Active Duty  
29 Feb 04 – E-1 Reserve and Active Duty  
E-2 Reserve and Active Duty

**May 04, SWE:** Regular EER's must be submitted **NLT 31 Jan** to be picked up by the online PDE which will be online **Feb 04**. The member will be "Not Eligible" if missing a required EER. These members will not receive a SWE unless marks are entered and a message is sent to PSC (adv) requesting a waiver prior to **1 Apr**.

**SWE EER:** When there is no EER completed for member in current rating & pay grade for the open EER period, complete a "SWE" EER. Remember you cannot submit a SWE EER solely to change an advancement recommendation. The period ending date of the SWE EER must be NLT 31 Jan 04, for the May 04 SWE. SWE EER's must be submitted final prior to **1 Apr** for member to receive a SWE.

#### Message Traffic:

PSC (adv) requires official inquiries or requests to be sent by message traffic only. This ensures a consistent historical record accessible for each applicable level in the chain of command. Common drafting mistakes are incorrect PLADs and failing to list good points of contact.

Email may be used if operational commitments prevent message traffic usage.

#### **CONTACT INFORMATION:**

**Email:** PSC-ADV  
**Phone:** (785) 339-3400  
**FAX:** (785) 339-3765

During SWE cycles Jan – Apr for the May 04 cycle we are planning on publishing the newsletter monthly. If there are any topics you would like discussed in our next newsletter, please send an e-mail to "[PSC-ADV](#)" found in Global on your workstation.

#### **SEND US AN EMAIL!**

